

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**  
**FORENSIC SCIENTIST MANAGER**

**JOB DESCRIPTION**

Employees in this job direct a variety of tests, analyses, production, technical review, and research activities. The employee works within general methods and procedures, exercises considerable independent judgment to select the proper course of action. Typical assignments are carried out in a State Police crime laboratory with some exposure to noxious fumes and unpleasant noises. Periods of prolonged standing are normal, and the work involves some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials and organisms, and high energy light sources and voltage.

There are four classifications in this job. The classification level is determined by the application of the Professional Managerial Position Evaluation System.

**Position Code Title – Forensic Scientist Manger-1**

**Forensic Scientist Manager 12**

The employee functions as a first-line professional manager of a professional position in a standard work area or a first-line professional manager of nonprofessional positions in a standard work area.

**Position Code Title Forensic Scientist Manger-2**

**Forensic Scientist Manager 13**

The employee functions as a first-line professional manager of professional positions in a standard work area, a first-line professional manager of a professional position in a complex work area, a first-line professional manager of nonprofessional positions in a complex work area, a first-line manager of a professional position in a standard work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a standard work area receiving executive direction.

**Position Code Title –Forensic Scientist Manager-3**

**Forensic Scientist Manager 14**

The employee functions as a first-line professional manager of professional positions in a complex work area, as a first-line professional manager of professional positions in a standard work area receiving executive direction, a second-line professional manager of professional positions in a standard work area, a first-line manager of a professional position in a complex work area receiving executive direction, or a first-line professional manager of nonprofessional positions in a complex work area receiving executive direction.

**Position Code Title – Forensic Scientist Manager-4**

**Forensic Scientist Manager 15**

The employee functions as a first-line professional manager of professional positions in a complex work area receiving executive direction, a second-line professional manager of professional positions in a complex work area, a second-line manager of professional positions in a standard work area receiving executive direction, or a third-line professional manager of professional positions in a standard work area.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Serves as a supervisor, assistant director, or director of a State Police crime laboratory.

May function as a program coordinator for a Forensic Science discipline.

Directs the crime scene searches, collections, photographs, and preservation of evidence.

Leads and coordinates crime scene teams in conjunction with members and representative of other law enforcement agencies.

Directs the bacteriological, serological, virological, parasitological, or mycological examinations and testing of a variety of samples, specimens, or products.

Directs and coordinates the production and testing of biological products.

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Directs the performance of chemical and physical tests on a variety of samples to ensure conformance to standards and specifications.

Ensures that training is provided for developing forensic scientists in laboratory examinations, reporting, and testifying procedures.

Ensures that training programs are conducted for all levels of police officers and forensic scientists in evaluation, collection, and interpretation of physical evidence.

Testifies in court as an expert witness on evidence or crime laboratory techniques.

Participates in examination and analysis of evidence in criminal cases.

Directs microbiological, serological, hematological, or virological examinations and analyses to diagnose cause of death.

Plans and coordinates research projects to develop more efficient laboratory procedures such as new analytical or production methods.

Assigns and directs the performance of the more demanding technological procedures.

Performs related work appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

**NOTE:** Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-15 levels.

Knowledge of the principles of microbiology, including bacteriology, hematology, mycology, parasitology, serology, and virology.

Knowledge of general, qualitative, quantitative, organic, inorganic, physical, and physiological chemistry. Knowledge of the principles of microbiology, including bacteriology, hematology, mycology, parasitology, serology, and virology.

Knowledge of forensic, microbiologic, and environmental analysis techniques, terminology, equipment, and supplies.

Knowledge of the rules of evidence and other standards governing the use of evidence in the criminal justice system.

Knowledge of the court system, court procedures, and appropriate court decisions of the state and federal law.

Knowledge of statistical techniques used in the treatment of scientific data.

Knowledge of sources of literature in the field.

Knowledge of the fundamentals of instrumentation.

Knowledge of departmental rules, regulations, and policies related to the work.

Knowledge of the methods and practices of microbiologic analysis and testing of food and agricultural products.

Knowledge of training and supervisory techniques.

Knowledge of equal employment opportunity and affirmative action practices and policies.

Knowledge of employee policies and procedures.

Knowledge of labor relations.

Ability to instruct, direct, and evaluate employees.

Ability to do laboratory procedures, tests, and analyses required in the work and to interpret results obtained.

Ability to adapt standard laboratory techniques and tests to meet the demands of specific problems.

Ability to conduct methodological researches starting with the assignment of a project through the various steps including the reporting of results.

Ability to review, interpret, analyze, and draw conclusions from scientific data.

Ability to make policy recommendations based on scientific data.

Ability to communicate effectively.

Ability to maintain favorable public relations.

Ability to lead state police law enforcement personnel.

### **Working Conditions**

Some jobs require an employee to some risk of sustaining illness and injury from the use of chemicals, high-pressure laboratory systems, biological materials, and exposure to disease, radiation, and toxic chemicals.

**Physical Requirements**

The job duties require an employee to stand for long periods.

**Education**

Possession of a bachelor's degree in forensic science, chemistry, biochemistry, biology, microbiology, or a related pure or applied science.

**Experience**

**Forensic Scientist Manager 12**

One year of experience of experience as a forensic scientist working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical and biological samples, specimens and products equivalent in responsibility to a Forensic Scientist P11.

**Forensic Scientist Manager 13**

Two years of experience as a forensic scientist working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical and biological samples, specimens and products equivalent in responsibility to Forensic Scientist P11 or one year of experience equivalent in responsibility to a Forensic Scientist 12, Forensic Scientist Specialist 12 or Forensic Scientist Manager 12.

**Forensic Scientist Manager 14**

Three years of experience as a forensic scientist working in a crime laboratory carrying out a variety of tests, analyses or production and research activities involving chemical, biochemical and biological samples, specimens and products equivalent in responsibility to a Forensic Scientist P11.

**OR**

Two years of experience equivalent to Forensic Scientist 12, Forensic Scientist Specialist 12 or Forensic Scientist Manager 12.

**OR**

One year of experience to a Forensic Scientist Specialist 13 or Forensic Scientist Manager 13.

**Forensic Scientist Manager 15**

Three years of experience Forensic Scientist 12, Forensic Scientist Specialist 12 or Forensic Scientist Manager 12.

**OR**

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Two years of experience equivalent to a Forensic Scientist Specialist 13 or a Forensic Scientist Manager 13.

OR

One year of experience equivalent to a Forensic Scientist Manager 14.

**Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
FORSCIMGR	Forensic Scientist Manager

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Forensic Scientist Manager-1	FORSMGR1	NERE-042P
Forensic Scientist Manager-2	FORSMGR2	NERE-043P
Forensic Scientist Manager-3	FORSMGR3	NERE-044P
Forensic Scientist Manager 4	FORSMGR4	NERE-045P

ECP Group three  
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EG/VLWT/MBK/MP/VT